

CITY OF RICHMOND, CA

HUMAN RESOURCES MANAGEMENT DEPT.

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

MARCH 27, 2008
MINUTES

The meeting was called to order by Chairperson West at 4:38 p.m. Roll call was as follows:

Present: Lewis West, Chairperson
Joanne Sidwell, Board Member
Kimberly Stewart, Board Member

Absent: Kisha Grove, Vice Chairperson
Jodi Lines, Board Member

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Yader Bermudez, Public Works Director, Public Works
Ralph Lloyd, Public Works Superintendent, Public Works
James Goins, Finance Director, Finance
Antonio Banuelos, Revenue Collection Manager, Finance
Robert Larson, Human Resources Personnel Officer, HRM
Andy Russo, Principal Personnel Analyst, HRM
Maria Blue, Personnel Analyst II, HRM
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO REVISE/RETITLE THE EXISTING CLASSIFICATION OF REVENUE COLLECTION MANAGER TO REVENUE MANAGER (FINANCE DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request, stating that the request is based on the expanded duties of the position over the past year. From the current to the proposed position, there were various areas which have expanded, which he briefly described. He said that the position, at one time, was a management position and now it oversees almost an entire division. The individual would supervise a Collection Specialist, a Revenue Specialist, a Business License Specialist, and a Senior Accounting Assistant. The request is to make the position commensurate with other revenue managers throughout neighboring

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jurisdictions and to keep the classification updated in terms of the expansion of duties performed over the last few years. Mr. Russo stated that Mr. Goins, Finance Director, was present to answer any questions related to this request.

Ms. Sidwell questioned and confirmed that there is an incumbent currently in the position.

Board Member Stewart made a motion to revise/retitle the existing classification of Revenue Collection Manager to Revenue Manager (Finance Department); Board Member Sidwell seconded. Item was approved by the following vote: AYES: Ms. Sidwell, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Lines.

2. APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF ELECTRICAL SUPERVISOR (FACILITIES MAINTENANCE DIVISION, PUBLIC WORKS DEPARTMENT)

Maria Blue, Personnel Analyst II, provided a brief overview of the proposed item stating that the Public Works Department is undergoing a review of existing job specifications and has compared them with neighboring jurisdictions to see if they are in line with, or similar to, other cities and counties. Based upon this, the division requested revising the current specification of the Electrical Supervisor. Currently, the position requires that an applicant have an International Municipal Signal Association (IMSA) Level II certification at the time of appointment. A survey of neighboring jurisdictions revealed that this certification is currently not a requirement for the job classification. The department still requires the certification, but would allow an incumbent to obtain the certification within one year of appointment. Currently, there is no incumbent in the position. This change will not have any impact on current staff. Ms. Blue advised that Local 21 bargaining unit had been contacted and informed of the revision. She also advised that both the Public Works Director and the Superintendent were present to address questions of the Board.

Ms. Stewart said that unlike the first request where it stated Local 21 was in agreement, it states here that they have been informed. Ms. Blue replied, stating that they were notified and they did not respond. Mr. Russo stated that he spoke with a representative who did not voice any concerns.

Mr. West said that he was happy that the certification is required, but a new applicant will be afforded the opportunity to achieve the certification, and he supported the request.

Board Member Sidwell made a motion to revise the existing classification of Electrical Supervisor (Facilities Maintenance Division, Public Works Department); seconded by Board Member Stewart. Item was approved by the following vote: AYES: Ms. Stewart, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Lines.

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3. APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF RISK MANAGER (HUMAN RESOURCES MANAGEMENT DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request, stating that approximately 7 months ago, the previous Risk Manager resigned and a person on contract has filled the position. It has come to the point where a permanent individual is needed to fill that position. Staff has updated the specification and revised it to reflect the current scope of responsibilities, which he briefly described. Ms. Knight, Assistant City Manager/Human Resources Management Director, was present to answer specific questions as needed.

Ms. Stewart questioned if there were comments from Local 21. Mr. Russo said that there is no incumbent in the position so no one is directly impacted, and that the union had no objections. He noted that the department now has an Employee Benefits Analyst, and job functions are being coordinated under one division.

Mr. West clarified that the previous employee left to accept a position elsewhere. Ms. Knight said that she used the time to bring in a consultant to determine what needed to be completed, and at what level. An analysis was done by the consultant and the proposed revised job specification is what came from that analysis.

Ms. Sidwell asked if there is a training component involved in the Risk Manager position. Ms. Knight said yes; that they conduct safety and risk management training. Lisa Stephenson handles most of the training but this position is specifically required to administer the Americans with Disabilities Act (ADA) and Workers' Compensation training for employees. Ms. Stewart asked and confirmed that three employees would be supervised by the position: 1) a Senior Employee Benefits Analyst, 2) an Employee Benefits Analyst, and 3) a clerical support person. Ms. Stewart also confirmed that the position has been vacant since last July and a special fund pays for the position. Ms. Knight, in response to Ms. Stewart, also explained legal requirements of the position that include general liability claims, employee liability cases, Workers' Compensation, and ADA work. This work must also be done if the City wants to maintain its insurance policies.

Board Member Sidwell made a motion to revise the existing classification of Risk Manager (Human Resources Management Department); Board Member Stewart seconded. Item was approved by the following vote: AYES: Ms. Stewart, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Lines.

4. PUBLIC COMMENT: None

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The meeting was adjourned at 4:58 p.m.

Respectfully submitted,



Leslie T. Knight

Assistant City Manager/Human Resources Management Director

/lmh-lyc